

**CONFIDENTIAL**

14 October 1959

25X1A

**MEMORANDUM FOR: All Officers, [REDACTED]**

**SUBJECT: Weekly Status Reports**

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1. [REDACTED] has requested that each Division of the Staff furnish him with a weekly status report. One of the main purposes for this is to acquaint both himself and [REDACTED] with the many activities of the Staff that are not brought to their personal attention. It is, therefore, requested that by COB Friday of each week each officer briefly state any activity which he feels should be included in the report. 25X1A

2. The consolidated reply will be prepared in this office and since it is highly desirable that the final paper be not more than a page and a half in length brevity is essential.

[REDACTED]

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